

JYY Accommodation office
Vehkakuja 2 B, 40700 Jyväskylä
Tel. 014 607201, asunnot@jyy.fi

NOTIFICATION OF TEMPORARY MOVE

student exchange / work practice

I am temporarily moving away from a Student Union (JYY) rental flat _____
building and apartment number

and am giving up a car space if I have one _____ and a family sauna turn _____.
number time

Reason of moving: _____

Day of leaving: _____ *(always the last day of the month)*

Day of returning: _____ *(always the first day of the month)*

PLEASE NOTE! When leaving for a student exchange or a work practice, a leaving notification must be given following the protocol of giving a notice. The time period of giving a leaving notification is one full calendar month. Giving the notification must happen at latest on the last day of the previous month. If one wishes to cancel their return to the Student Village after the student exchange, a written notification must be delivered to the Accommodation office following the protocol of giving a notice, meaning one calendar month earlier than the given date of return.

My address, at which any possible contacts should be directed during my temporary leave:

Deposit will not be returned. I commit to delivering a copy of a certification about leaving for a student exchange or work practice signed by my department at the University. Moreover, I commit to notifying the Accommodation office of any possible changes, for example concerning the return date. The maintenance men will inspect the apartment after the key has been returned or at latest on the first working day after the termination day. I leave my apartment/room and the common rooms properly cleaned or JYY will have it cleaned and the charges will taken from my deposit. **I return ALL THE KEYS** (incl. the key of the car space) **at latest the first working day after the termination day by 12 o'clock.** The post box keys in buildings ABCDE can be left in the apartments.

Jyväskylä, _____ *(date)*

Tenant _____
signature

Spouse _____
signature

Tenant's name in BLOCK letters

Spouse's name in BLOCK letters

Mobile number _____

Mobile number _____

My phone number must NOT give to the next tenant.

E-mail _____

E-mail _____

FOR OFFICE USE ONLY

Avaimet palautettu _____

Tarkastus _____

Liinos ok _____

Vuokrat _____

Atika ok _____

KORTEPOHJA STUDENT VILLAGE CHECKLIST FOR MOVING OUT

After giving a notice of ending your tenancy, we ask you to remember the following before leaving the Studentvillage:

CLEANING

The apartment needs to be cleaned before moving out. Cleaning includes:

- vacuuming / wiping and washing the **floor**
- emptying and washing the **cupboards** (including doors)
- removing any litter and washing of **walls** and **tables**
- washing of bathroom furniture (toilet seat, sink, taps, mirror / mirror closet)
- washing of **bathroom** floors, walls and shower curtain
- cleaning of **stove** and **oven** from the inside, outside and backside (can be done by pulling the stove slightly off the wall)
- washing of **kitchen sink** and trash closet, also garbage bins if needed
- melting and washing of **refrigerator**. Reserve time for melting, do not use force. Use hot water to speed up the melting if needed.
- cleaning of the **cooker hood** and the **ventilation filter** (if one found in the apartment)
- wiping the ventilation valves removing all the furniture, personal items and garbage from the apartment

Washing means removing dirt, stains and grease with moist cloth and suitable washing agent. Neutral or mildly alkaline general cleaner is suitable for washing. There are special detergents for the cleaning of the stove, oven and bathroom. Use them if necessary.

Window keys for the washing of windows can be borrowed from the Secretary of the Student village. You can also ask about the rental washing equipment (vacuum-cleaner, mop) from the Secretary. Contacts: kylasihteeri@jyy.fi, tel. 014 607213.

The maintenance personnel of JYY-Palvelut Oy check your apartment after you move out. If the check-up reveals neglect of the condition of the apartment and cleaning and / or if there are things to remove in the apartment, the repair-, cleaning- and removal costs will be charged from the tenant(s).

In shared apartments all the tenants share the duty to keep the apartment in condition and tidy. When even one tenant moves out, the shared areas (bathroom, kitchen) need to be cleaned. If the cleaning has been neglected and the apartment needs to be cleaned by JYY-Palvelut Oy, the charges will be collected from all the tenants.

KEYS

The key of the apartment needs to be returned to the Accommodation office in Vehkakuja 2 B. When the office is closed, return the key to the mail box outside the office door. In buildings **MNOPQRS** the card key and the metal key should be returned to the office. In buildings **ABCDE** the card key should be returned, but the post box key can be left to the apartment. In buildings **KL** the metal key should be returned. In building **F** all keys should be returned (the card key/s, the post box key/s and the storage box keys). Return the keys in an envelope with the house and apartment number marking.

PAYMENTS

All the payments, including the last rent, need to be paid before moving out.

OTHER THINGS TO REMEMBER

- If you wish to give your keys directly to the next tenant, always inform the Accommodation office
- Remember to notify the necessary authorities about the moving. More information in www.maistraatti.fi/en.